

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52nd Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5056

AFYB-B

24 March 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Supplement, OI 75-1 EOD Response /
Operations

1. PURPOSE: Supplement policies and directives as set forth in 52nd Ordnance Group OI 75-1, Dated 6 January 2000, EOD Response / Operations.
2. SCOPE: Procedures contained in this supplement are directive in nature and are applicable to all personnel, assigned or attached for duty with the 79th Ordnance Battalion (EOD) or it's subordinate units.
3. Add the following supplements:

Paragraph 4. c. add the following:

Companies will maintain quarterly CLEO reports for 1 fiscal year.

Add subparagraph 5. b. (3):

Units or unit members traveling in support of missions outside the Battalion area will contact the Battalion SDO prior to departure and return, informing the command of possible changes and confirmation of departure / arrival times. Reports will be provided through all portions of the deployment / redeployment.

Paragraph 5. c. add the following:

Unit Commanders and First Sergeants will not be absent from their units at the same time without prior approval of the Commander, 79th OD BN (EOD).

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Add the following subparagraphs to 5. d.:

(1) Company commanders / Security Managers will submit a request for CNWDI access packet to the 79th Ordnance Battalion (EOD) for approval on all newly arrived EOD qualified personnel within 30 days of their arrival in the unit.

(2) Individuals will not be authorized access to CNWDI material until approval has been received from Commander, 79th Ordnance Battalion (EOD).

(3) CNWDI packets consist of a memorandum from the company commander requesting CNWDI access for a specific individual, a DA Form 5749-R Special Access Program Request for Access, and a CNWDI briefing statement, see Enclosure 2, signed by the individual and one of the following:

- a) Commander
- b) Security Manager
- c) Security NCO

Add subparagraph 5. e. (4):

Use the SITREP format (Enclosure 4) for any incident in excess of 24 hours, requires Secretary of Defense approval, or has potential for national media attention. Units will make every effort to transmit this report through email, facsimile or through a local commercial telephone system. This report will be used to update the 79th BN CDR, Staff and GRP. GRP will use this report to brief Forces Command (FORSCOM). Report is due to the Battalion S-3 NLT 1600 each day during the operation. Telephonic updates are required during operations based upon significant changes in operation, the situation, injuries or death, detonation, or completion.

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Add subparagraph 5. e. (5):

Units will respond to incidents with the following tools and equipment incidents at a minimum:

- 1) Robot (RCT/RONS) Complete**
- 2) A.R.S.
- 3) MK 2 Mod 0, .50 caliber Dearmer
- 4) Bomb Suit**
- 5) Hook and Line Kit
- 6) Rope boxes, 2ea
- 7) Jensen Kit**
- 8) Closed Metal Container (C.M.C.)
- 9) MK 663, Blasting Cap Container
- 10) Digital Camera
- 11) Camera Set Still Picture: EOD (35mm and Polaroid)
- 12) CF27 Laptop/CTS III w/ References, (AEODPS, TM's)
- 13) Chemical Detector Kit, M18
- 14) Individual Chemical Protective Over Garments
- 15) M40 Protective Mask
- 16) Chemical Agent Monitor
- 17) VDR-2
- 18) PDR-77
- 19) House Hold Bleach, 2 Gallons
- 20) 2ea 5 Gallon Cans, Water
- 21) Pioneer Tools
- 22) Sand Bags, 50 Each
- 23) AN/PSN-11, Navigation Set Satellite (PLUGGER)
- 24) Firing Device Demolition, M122
- 25) Firing Wire, Reel, RL-31
- 26) Machine Blasting, 50 cap, M32
- 27) Galvanometer, Electronic Test Set

** Indicates items that are not required for conventional or chemical ordnance incident response.

Paragraph 5. f. add the following:

Companies will maintain a current copy of the unit mission statement.

Paragraph 5. g. (2) add the following:

Response teams will provide their cell phone number to the BN SDO upon departing for an incident.

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Add subparagraph 5. g. (4):

Incidents that involve ordnance which requires a blow in place (BIP) disposal within an urban area; Team Leader will brief disposal plan to the BN SDO. This brief will include distance to nearest structure, protective works and how the area will be controlled, evacuated. This brief will be conducted prior to commencing disposal operations. The decision to conduct BIP procedures ultimately rests with the on site EOD Team Leader.

Add subparagraph 5. g. (5):

All Unit Team leaders and above will review and understand the all of the following telephonic reporting requirements:

- (1) Incidents involving injuries or fatalities.
- (2) SIR's the unit is involved in.
- (3) Response to IEDs.
- (4) Incidents involving media attention.
- (5) Transportation accidents / incidents.
- (6) Unusual incidents.
- (7) Incidents involving possible chemicals.
- (8) All off post incidents.
- (9) Incident categories in support of civil authorities.

Add subparagraph 5. h. (1) a):

Companies will transmit an accurate DAIRS roll-up to the Battalion NLT 1200 CST every Friday.

Paragraph 5. i. add the following:

To further the process of establishing an active relationship with civil authorities, units will draft and submit a liaison letter for Battalion Commander approval. This letter will list the unit command information, capabilities,

emergency response contact procedures and training available, once approved the letter will be mailed out to all civil authorities within the unit mission area.

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Paragraph 5. p. add the following:

Units will provide an OPORD detailing expected logistical requirements with map overlays as well as an initial risk assessment. The OPORD will include all support, coordination, procedures and references for all phases of the operation. Requests for range clearances will be submitted NLT 90 days from the projected start date of the operation, draft OPORDs will be sent to S3, 79th OD BN (EOD) NLT 60 days from the start date of the operation. A written after action review will be submitted to the 79th Ord Bn (EOD), Attention: S-3, NLT 30 Days after mission completion.

Add subparagraph 5. r. (3):

Ordnance retained for training (RFT) will be added to the Company training aids inventory, given a serial number which will be indicated in the DAIRS report the ordnance originated from.

Add Paragraph 5. s. EOD Situation Report:

The senior person deployed in support of operations external to EOD command channels will prepare and submit a situation report to the 79th Ordnance Battalion. This report will follow the format in Enclosure 3 and will arrive NLT 1200 CST each Thursday during the deployment. Utilize whichever means of transmission is available to the deployed element. Reports will be unclassified.

Add Paragraph 5. t. EOD Operations Continuity File:

All units will have a current operations continuity file immediately available at all times. Areas of concern to be included in this file are as follows:

(1) Unit EOD mission and assigned geographical area of responsibility.

(2) Peculiarities of area and problems that could be encountered.

(3) Standby requirements for 24 hour contact of

response teams.

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(4) Location of Ammunition Storage Point (ASP), explosive storage bunkers and keys, access requirements, demolition area and requirements to gain access.

(5) Transportation and maintenance support.

(6) Location of tools and equipment, if provided.

(7) Administrative requirements necessary to be conducted during the absence of the unit.

(8) Maintenance requirements for the building, unit area and equipment.

(9) Arrangements for billeting and meals.

(10) Listing of POCs for notification of Off Post Incidents during and after normal duty hours, EPA coordination POCs, and Family Support Group.

(11) Map of installation on which the unit is stationed.

(12) Maps of unit's geographical area of responsibility.

(13) Listing of key installations and agencies within the unit's area of responsibility (i.e., PANTEX, Los Alamos National Laboratory, Red River Ammunition Plant) that may require emergency EOD support. Include strip maps for these locations / agencies with POCs and telephone numbers.

(14) Listing of military, federal and civilian agencies from which support is available, list types of support each agency is capable of providing, (i.e. Additional EOD support, HAZMAT, and or air support, etc).

(15) Telephone numbers where the unit may be reached during their absence.

(16) EPA permit status and other environmental issues that impact the installation or specific types of incidents. Include POCs and telephone numbers for installation and state agencies. Provide an example of a request to environmental agency(s) for disposal of recovered

items as required.

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(17) Conduct a "right seat" ride with the senior member of the support team to familiarize them with the unit, key areas of interest, the installation and the unit's support elements.

(18) Responsibilities: The senior member of the EOD support team is responsible for:

- a) Representing the unit commander during his / her absence.
- b) Providing EOD support on a 24 hour basis.
- c) Coordinating requests for EOD support that is beyond the support team's capabilities.
- d) Maintaining good relations between EOD, the installation and supported agencies.
- e) Maintenance of buildings, assigned areas and equipment used.
- f) Providing an out briefing to the Company Commander on all events which transpired during the unit's absence.
- g) Completing an After Action Report (AAR) of the support team's mission and submit through command channels to the Commander, 79th Ordnance Battalion (EOD).

Add paragraph 5. u. Passports:

(1) All companies will implement policies and procedures for requesting and accounting for official passports IAW AR 600-290 and local directives.

(2) All EOD qualified personnel without an official passport, or a passport that has expired, will complete Form DSP-11, Application for Passport, and submit with evidence of US citizenship, DD Form 1056 and the memorandum at Enclosure 4. Completed packet will be sent through channels to Room 358, Diplomatic Section at Passport Services, State Department, Washington, DC.

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(3) Passports maintained for personnel will be inventoried on the first working day of January and July in conjunction with the EOD credential inventory. Results of this inventory will be maintained until the next inventory is completed. This inventory is in addition to the inventory required for change of commanders and document custodians.

(4) Passport photographs will be taken wearing appropriate civilian attire. Six (6) photographs for Visa applications will be maintained on hand at all times and updated at least annually.

Add paragraph 5. v. Operations:

The following units will maintain at least two response teams immediately available at all times to support mission requirements. Commanders will report to this headquarters when their available teams fall below the required level:

(1) 47th Ordnance Company (EOD), Fort Hood, TX

(2) 752nd Ordnance Company (EOD), Pine Bluff
Arsenal, AR

(3) 788th Ordnance Company (EOD), Fort McCoy, WS

4. Efficient and Effective.

5 Encls

1. EOD Support Memo
2. CNWDI Briefing Statement
3. EOD SITREP Report Format
4. Passport Services
5. DD Form 1926

PETER A. THOMAS
LTC, OD
Commanding

DISTRIBUTION:

A

EOD Support to: Name of the Operation

SITREP NUMBER: DTG and the number of the report
("301700SJUNE98 Report 2")

Period Covered: DTG of the report ("300500SJUN98 to
301700SJUN98")

1. Situation: Background and the events that lead up to our involvement.

2. Mission: EOD Company Commander's Mission Statement. Be precise and include details of possible follow on missions.

3. Operations last 12 hours: Concise report on the types of operations that the unit/team has involved in during the past 24 hours. Spell out the types of missions, locations, times and agencies supported.

4. Casualties: Self explanatory

5. EOD Personnel: Number, Service (Army, AF, etc), breakdown by rank.

6. Medical/Hospitalization/Chaplain: Self Explanatory

7. Significant Actions: Missions completed, IEDs rendered safe, ordnance recovered etc.

8. Commander's Evaluation: Your chance to fill in the blanks. Try to be concise and address the facts as you understand them. Close with a quick assessment of the mission. ("Final Coordination made with Agent Bob Smith, DEA, Smallville, AR after completion of mission. No clandestine lab found and no IEDs, Booby traps, or explosives located. Excellent mission that reinforces our relationship with various federal agencies. AAR will follow on Monday")

CRITICAL NUCLEAR WEAPON DESIGN INFORMATION
(CNWDI)
BRIEFING STATEMENT

1. I acknowledge that I have been authorized to receive or hold Critical Nuclear Weapons Design Information (CNWDI). I fully understand that the security of this information is of paramount importance and that unauthorized disclosure will endanger the United States.

2. I understand that when I am no longer assigned under the command and control of the 79th Ordnance Battalion (EOD) for this CNWDI access, that I must execute the debriefing statement below.

3. I am aware that after being certified for CNWDI, I am subject to penalties under the Atomic Energy Act of 1954, the United States Espionage Laws and U.S. Code, Title 18, if I discuss with or disclose CNWDI information with any person not duly authorized or without a valid direct need to know of such information.

(DATE SIGNED)
(SIGNATURE)

(PRINTED NAME, GRADE, SSN)

(SIGNATURE OF WITNESS)

(PRINTED NAME, GRADE, SSN)

DEBRIEFING STATEMENT

I acknowledge that I am no longer authorized access to CNWDI material. I certify that hereafter, I will not divulge nor discuss such information which I have acquired as an authorized recipient, unless required to do so by competent authority.

(DATE SIGNED)

(SIGNATURE)

(SIGNATURE OF WITNESS)

(PRINTED NAME, GRADE, SSN)

PRIVACY ACT STATEMENT

The Privacy Act, 5 USC, 552a, requires that federal agencies or individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, be informed by what authority such information is solicited and to what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number is Executive Order 9397. Your SSN will be used to identify you precisely when it is necessary to: 1) certify that you have access to the information indicated above or 2) determine that your access to the information has been terminated. Although disclosure of your SSN is not mandatory, your failure to do so may impeded the processing of such certifications or determinations.

EOD SITREP REPORT FORMAT

1. Command and Control. Provide a location, mailing address, telephone number and FAX number, if available, at the earliest possible opportunity.

2. S-1

(a) Personnel gains: Provide name, grade, SSN, MOS

(b) Personnel losses: Provide name, grade, SSN, MOS, reason for loss.

(c) Promotions: Name, SSN, grade to which promoted.

(d) Awards: Name, grade, SSN, type award presented / reason.

(e) Reductions: Name, grade, SSN, grade reduced to / reason.

3. S-2

(a) Report of first seen / encountered ordnance, YES or NO.

(b) If encountered, was information reported, and if so to whom?

(c) General force protection comments.

4. S-3:

(a) What is your operational chain of command?

(b) Who do you work directly for (Name, Rank, Title, Organization)

(c) How do you receive your taskings?

(d) Brief statement as to what your mission is.

(e) Internal training: brief description of the training you were able to conduct the previous week.

(f) External training: brief description of classes taught, number of personnel trained, unit supported.

(g) Operations: brief discussion on completed incidents, mission support operations (i.e. range clearances, raids, inspections). Include specifics where injury or death of personnel were involved. Provide any information concerning rotations, movements or redeployments.

(h) Safety: Brief overview of ordnance / UXO safety awareness. Address in detail specific safety problems.

5. S-4: Who is supporting you for each class of supply. Address logistic shortfalls and what you have done to correct existing problems. This includes supplies AND maintenance support.

(SENIOR DEPLOYED PERSON
SIGNATURE BLOCK)

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52nd Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5000

14 January 1998

Passport Services
ATTN: Diplomatic Section (RM 358)
U.S. State Department
Washington, DC 20319

To Who It May Concern,

The individual named below is an Explosive Ordnance Disposal (EOD) technician assigned to this command:

NAME:
GRADE/RANK:
SSN:
DATE/PLACE OF BIRTH:
POSITION: (i.e., EOD Team Leader)

His / Her missions include: support to the U.S. Secret Service for the protection of the President, Vice President; support to the U.S. State Department for the protection of designated dignitaries and support to other federal agencies as requested.

Sincerely,

Imtha Boss
Captain, Ordnance Corps
Commanding

EXPLOSIVE ORDNANCE DISPOSAL CIVIL SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT

AGREEMENT BETWEEN

EXPLOSIVE ORDNANCE DISPOSAL UNIT OR COMMAND, _____ AND
REQUESTING AGENCY OR CIVIL AUTHORITY, _____

In the event that the United States, through the United States Army, begins explosive ordnance disposal (herein referred to as "EOD") procedures upon (type device) _____ located at (street/location/city /state) _____ then, in consideration therefore, and in recognition of the peculiar hazards involved in the disposal of nonmilitary commercial type explosives, chemicals, and similar dangerous articles, (requesting agency or civil authority) (hereinafter referred to as requestor) _____ agrees:

1. To reimburse the Department of the Army for the costs involved in furnishing all requested EOD services. Such costs may include personal services of civilian employees, travel and per diem expenses for military and civilian personnel, and other expenses to include transportation and supplies, material and equipment with prescribed accessorial charges; costs of consumed supplies, material and equipment and such supplies, material and equipment which is damaged beyond economical repair; and costs of repairing or reconditioning non-consumable items not damaged beyond economical repair. (This paragraph is inapplicable and requestor does not agree to its provisions in instances when EOD assistance is requested for improvised explosive devices (homemade bombs and arson devices) or explosives which are abandoned or for which responsibility cannot be determined within a reasonable time).
2. To consider all military and civilian personnel of the United States Army involved in furnishing requested EOD support as its own agents or servants.
3. To hold the United States and the Department of the Army and all military and civilian personnel of the Department of the Army harmless for any consequences of services rendered pursuant to this agreement without regard to whether the services are performed properly or negligently. (This paragraph is inapplicable if requestor is the United States Government or one of its instrumentalities.)
4. To indemnify the United States and the Department of the Army and all military and civilian personnel of the Department of the Army for any costs incurred as a result of any claims or civil actions brought by any third person as a result of any claims or actions brought by any third person as a result of the service requested even though negligently performed, and to pay all costs of settlement or litigation.
5. To file no claim for administrative settlement with any Federal agency nor institute any action or suit for money damages in any court of the United States or any State for injury to or loss of property or for personal injury or death caused by the negligence or wrongful act or omission of any military or civilian employee of the United States Army while such employee is engaged in rendering EOD services pursuant to this agreement.

AUTHORIZED REPRESENTATIVE OF REQUESTOR

AUTHORIZED REPRESENTATIVE

DATE

DD FORM 1926